

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: 3/1/07
	Section 13: Licensing Recommendation and Approval Process	Version: 1

POLICY	OLD POLICY: 609.51, 609.5111, 609.5113
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The Indiana Department of Child Services (DCS) will approve or reject all recommendations received by the licensing worker within thirty days of receipt in Central Office.

In accordance with Indiana Code, the expiration date of the license will be four years from the effective date. The effective date and expiration date will be listed on the license and are assigned by ICWIS.

The licensing worker must process the request for licensure in ICWIS within five business days of the date all licensing requirements were met by the applicant. The licensing worker who requests licensing approval cannot be the same person who approves the license.

DCS will not allow children to be placed into a non-relative home until the license has received final approval.

Once a foster family home is licensed, licensing workers are required to make revisions in ICWIS when a change occurs.

Code Reference

[IC 31-27-4-16: Duration of license; limitations; renewal](#)

PROCEDURE

Prior to making a recommendation decision, the licensing worker will:

1. Consider whether the applicant has the ability to meet the needs of the children according to the type of care to be provided
2. Consider the type of child and number of children that would best be served in the home
3. Ensure the home fully complies with the licensing requirements and regulations
4. Ensure all checklists and information is entered in ICWIS
5. Ensure all required documents and training have been completed

When processing the licensing recommendation, the licensing worker will:

1. Process the request for licensure in ICWIS
2. Submit the recommendation electronically for approval:
 - a. Local office submit to their local office director or designee
 - b. LCPA submit to the Central Office Licensing Unit
3. Submit the denial recommendation directly to the Central Office Licensing Unit. Refer to separate policy, Chapter 12, [Evaluation of Background Checks for Foster Family Home Licensing](#) and [License Denials](#).

For local DCS offices, the Director or designee will process the licensure approval or denial in ICWIS. Refer to separate policy, Chapter 12, [Evaluation of Background Checks for Foster Family Home Licensing](#) and [License Denials](#).

For LCPAs, the Central Office Licensing Unit will process the licensure approval or denial in ICWIS. Refer to separate policy, Chapter 12, [Evaluation of Background Checks for Foster Family Home Licensing](#) and [License Denials](#).

Upon approval, the Central Office Licensing Unit Manager will:

1. Print the approved license
2. Mail the license to foster family home to be filed and maintained
3. Mail copy of license to the licensing worker to be filed and maintained

Licensing workers are required to make revisions in ICWIS when a change occurs. Changes may include, but are not limited to:

1. Change in license type
2. Family moving to a new residence within the licensing agency's jurisdiction
3. People entering or leaving the household, refer to separate policy, Chapter 12, [Foster Family Home Capacity](#)
4. Licensee name change

After receiving the notification of a change, licensing workers will follow the approval and denial process outlined above.

Upon approval of the revision, the Central Office Licensing Unit Manager will:

1. Print the approved license with revision:
 - a. The licensure dates from the original license shall remain the same
 - b. Request an override from Central Office Licensing Unit to maintain the same effective and end dates of the license
2. Mail the license to foster family home to be filed and maintained
3. Mail copy of license to the licensing worker to be filed and maintained

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- N/A

RELATED INFORMATION

Refer to the [ICWIS Foster Family Home Approval Guide](#) for step-by-step ICWIS module assistance.